

Summer Employment Program

The Texas Department of Transportation's (TxDOT's) statewide Summer Employment Program is designed for high school and college students who are seeking work experience in office occupations and vocational technical jobs. The program provides students with meaningful work experiences prior to graduation. Providing work related job experience will help students become better oriented to department operations and equip them with skills to become more effective and efficient when they come to work for TxDOT. The program is an integral part of TxDOT's recruitment initiatives. The Employment Opportunities Section of the Human Resources Division is responsible for coordinating the Summer Employment Program

General Conditions

The department's Summer Employment Program recruits students from high schools, technical schools, colleges and universities. Applicants must declare their student status as part of the application for summer employment. To qualify, students must have held a fulltime student status for the semester prior to the summer work period they are applying for.

Allocations

Each District/Division/Office (D/D/O) is responsible for determining their needs for summer employees based on their Summer Employment Program allocation contained in the appropriate fiscal year budget documents.

Conditional Grant Program (CGP) Student Placement

D/D/O should give priority consideration for summer employment to Conditional Grant Program (CGP) students. The Employment Opportunities Section of the Human Resources Division will assist in the effort to consider and place CGP students interested in the Summer Employment Program.

Summer Employment Period

The summer employment period begins on May 1 and ends on August 15. A memorandum to the Human Resources Division Director is required to extend this deadline.

Hiring Previously Employed Summer Employees

Supervisors may rehire summer employees from either of the previous two summers without requiring that they repeat the interviewing and selection process. When rehiring a previous summer employee the following procedure applies:

- ◆ The hiring supervisor determines whether or not to rehire a previous summer employee.
- ◆ Student must have received a favorable end-of-period performance evaluation during the last employment period.
- ◆ The hiring supervisor and the Human Resources Officer will determine the appropriate pre-approved summer job title for each hired student.

- ◆ Eligible rehires may be contacted by phone or by mail to initiate the summer hire process. If contact is by telephone, a follow-up in writing is recommended.
- ◆ A posted JR is not required.

Student

- ◆ Completes a State of Texas Application for Employment.
Note: Rehired applicants may use last summer's completed application as long as the application is updated, re-signed and dated by the student.
- ◆ Provides documentation verifying number of college credit hours completed in order to establish school status.
Note: To establish school status, student will furnish on start date, a copy of their latest official transcript plus a copy of their current semester grade report or registration form as proof of the number of hours completed at the end of the current semester.
- ◆ Passes a pre-employment physical exam and a drug test.
- ◆ Final male applicants between the ages of 18 to 26 will be required to furnish proof of registration or exemption from registration with the selective service system.
Note: High school cooperative education students, college interns, and college coop students may convert to summer employment at the same pay rate if they will be doing the same job.

Advertising Summer Jobs

If the District/Division/Office has any available summer job vacancies after considering the Conditional Grant Program students and eligible summer rehires, the following steps may be taken to fill the remaining vacancies:

- ◆ D/D/O may accept applications and consider students interested in summer employment.

OR

- ◆ Advertise for unfilled job vacancies in the local newspaper or other media.

OR

- ◆ Hold a local summer job fair during spring break, or early Spring. D/D/O should work with local high schools, technical schools, colleges and universities to obtain student applications and at the same time work with local school counselors to promote the department's Summer Employment Program.

Hiring New Summer Employees

- ◆ Student must meet minimum qualifications.
- ◆ Competency screening is not required.
- ◆ The D/D/O designee must conduct an informal interview, document questions, and document applicant responses/comments for record purposes.
- ◆ At the discretion of the HRO or hiring supervisor, if an interested student is enrolled in a school other than a local school, college or university, a telephone interview may be conducted if appropriate.
Note: A conditional job offer should be made, when at all possible, immediately after the interview is conducted to allow the applicant to finalize start to work plans.

- ◆ Once the interview is conducted and a decision to hire is made, a conditional job offer should be made in writing and a hire date established.
- ◆ The HRO/Campus HR staff or designee will complete the hiring process.
- ◆ Student must pass a pre-employment physical exam, which includes a drug test.

Managers and supervisors should consider diversity in filling summer positions, as this program is a recruiting tool which is used to expose students to opportunities for regular employment with TxDOT.

Posting Summer Jobs

If after following the above process, job vacancies still remain, only then may a D/D/O post summer job vacancies if desired. The job requisition must have a closing date no later than May 15th. The D/D/O may request an extension to this deadline from the Human Resources Division Director via memo or E-mail.

Note: Federal law prohibits employees under the age of 18 years from driving and from operating certain power tools. Supervisors should determine if driving or the use of power tools is required as an essential function when preparing a JR. If so, the minimum requirements should be modified to reflect, "The age requirement is 18 years of age if the position requires driving or operation of power tools."

Forms

- ◆ [State of Texas Application for Employment](#)
- ◆ [Summer Salary Wage Schedule](#)
- ◆ Form [1830](#), Summer Employment Program Performance Evaluation
- ◆ [Student Notification of Dual State Employment](#)
- ◆ Form [1831](#), Summer Grade Report & Questionnaire

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